**IT Applications, Ch 7, Information Management**

Information management and its importance to organisations and the strategies used by organisations to store, communicate and dispose of their data and information.

**Importance of data and information to organisations**, p 249

Characteristics of information

1. Distinguish between data and information.

Qualities of information

2 Elaborate briefly on the following qualities of information:

* Completeness
* Timeliness
* Accuracy
* Unbiasedness
* Clarity

3 Distinguish between an organisational goal and a mission statement.

4 What is the role of the system goal?

**Legal Obligations, key laws relating to uses of information and ICT.**

1. Privacy Act 1988
   1. List the 3 main areas of the Privacy Act 1988.

Safeguards relating to the collection and use of tax file numbers by federal government departments

Protection of individuals’ private information stored by federal government departments

Information about peoples credit-worthiness held by credit reporting agencies and credit providers

* 1. List the 11 information privacy principles.

Manner and purpose of collection of personal information

Solicitation of personal information

Solicitation of personal information generally

Storage and security of personal information

Information relating to the records kept by record-keeper

Acess to records containing personal information

Alteration of recordscontaining personal information

Record-keeper to check accuracy of personal information before use

Personal information to be used only for relevant purposes

Limitson use of personal information

Limits on disclosure of personal infomation

* 1. What amendments were made to the Privacy Act 1988 to address limitations?

Only dealt with government agencies

* 1. List the provisions under the Act from p 255.

Websites must show there privacy policy

Workplaces must have a clear policy on what is aloud and banned

1. Information Privacy Act 2000
   1. Describe the nature of this Act.

To outline the privacy obligations of state government agencies and contractors working for the state government.

1. Health Records Act 2001
   1. Why was this legislation introduced?

It was introduced because it covers both private and public sectors

* 1. Describe the provisions of this Act.

Allowed people to access their own medical information.

1. Copyright Act 1968
   1. Define intellectual property and what it applies to?

Any product of human thought

* 1. Describe the provisions of this Act?

To protect intellectual property

* 1. What does the Copyright Act not apply to?

Ideas, concepts, styles, techniquces, ifomation, names, titles, slogans, people and images of people.

* 1. What was the significance of the Australia-United States Free Trade Agreement, (AUSFTA)?

Australias copyright act had to be amended to fit in with current us copyright laws as well as to become a party to the world intellectual property organization copyright treaty.

* 1. How long does copyright apply for?

Life of the creator plus 70 years

* 1. When is copyright infringed?

If copyright material is used without permission

* 1. List the exemptions to copyright, p 260.

To copy owned materials to other formats for personal use

* 1. What are the penalties for infringing copyright?

Fine of up to $93,000 and or 5 years inprizionment

1. Charter of Human Rights and Responsibilities
   1. From p 266 (sections 13, 14 and 15) list the human rights that protected in Victoria under the following:
      1. Privacy and reputation

Not have his or her privacy, family, home or correspondence unlawfully or arbitrarily interfered with: and not to have his or her reputation unlawfully attacked

* + 1. Freedom of thought, conscience, religion and belief

Every person has the right to freedom of thought, conscience, religion and belief, incuding the freedom to have or adopt a religion or belief of his or her choice: and the freedom to demonstrate his or her religion or belief in worship, observance, practice and teaching, either individually or as part of a community, in public or in private

* + 1. Freedom of expression

Every person has the right to hold an opinion without interference.

Everyperson has the right to freedom of expression with includes the freedom to seek, recive and impart information and ideas of all kinds, wether within or outside Victoria and in all mediums.

Special suties and reponceabiliitys are attached to the right of freedom of expression and the right may be subject to lawful restrictions reasionably necessary.

1. Spam Act 2003
   1. What is spamming?

Spamming is used to describe the process of either posting messages to news groups and mailing lists or sending unsolicited email indiscriminately to promote a proufuct ir a sercive

* 1. Why was the Act introduced?

The spam act 2003 was brought in because of the problems caused by unwanted and unwelcome electronic messeges and their hidden costs to both business ans comsumer.

* 1. What are the three conditions that must be met by any commercial electronic message?

Consent, identify, unsubscribe

* 1. What messages are covered by the Act?

Any electronic messeges emails instant messaging, sms, mms

* 1. What messages are not covered by the Act?

Voice to voice over the phone

* 1. List the financial penalties of breaching the Act.

$220,000 for a single days contraventions

If commited again it can be of upwards of 1 million